



**CITY OF DELTONA FIRE DEPARTMENT**  
**FIRE LOSS MANAGEMENT DIVISION**  
*Plans Review / Construction Inspections / Special Projects*  
Phone (386) 575-6924 / Fax (386) 860-7191



**SPECIAL EVENTS VENDOR INSPECTION CHECKLIST**

The following items are required inspections by Fire Loss Management for the below listed Special Event. Inspections require **48 to 72** hour notices for scheduling, 2 weeks prior to event. Contacts / Owners are encouraged to call with any questions. **ALL CONTACTS / OWNERS ARE REQUIRED TO CALL 386-575-6925, TO SCHEDULE REQUIRED INSPECTIONS. FAILURE TO DO SO MAY RESULT IN EVENT PERMIT BEING SUSPENDED AND / OR REVOKED.**

Event Name: \_\_\_\_\_ Permit #: SE - \_\_\_\_\_

Event Address: \_\_\_\_\_ Type Permit: Food / Other Vendor

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SITE / ACCESS**

- ☐ Site Plan / Layout shall be approved
- ☐ Tents or membrane structures properly spaced 10 ft apart
- ☐ Tents or membrane structures shall have proof of being flame retardant
- ☐ Tents or membrane structures greater than 120 sq ft require a separate permit
- ☐ Fire Extinguishers of a required type at each vendor booth, minimum of 3A40BC rated
- ☐ Fire Extinguishers properly inspected and have current certification
- ☐ Fire Department Access of 20 ft lanes between rows
- ☐ No open ground fire shall be allowed

**COOKING / CONCESSIONS / APPLIANCES**

- ☐ Cooking concessions shall provide a copy of food handler certificate
- ☐ LP / cooking fuels/generators shall be properly installed / protected
- ☐ Fire Extinguisher(s) / Suppression System(s) properly installed and certified
- ☐ Cooking in trailers or other vehicles requires an NFPA approved hood and suppression system
- ☐ No free standing deep fat or turkey fryers shall be allowed
- ☐ Enclosed areas meet egress requirements
- ☐ All electrical equipment and wiring installations shall be approved

Fire Inspector \_\_\_\_\_ Date \_\_\_\_\_